

SAMPLE BUDGET

Agency Summary And Certification

180 -- Financial Management, Division of

Original Submission __x__ or Rev No. ____

FY 2008 Request

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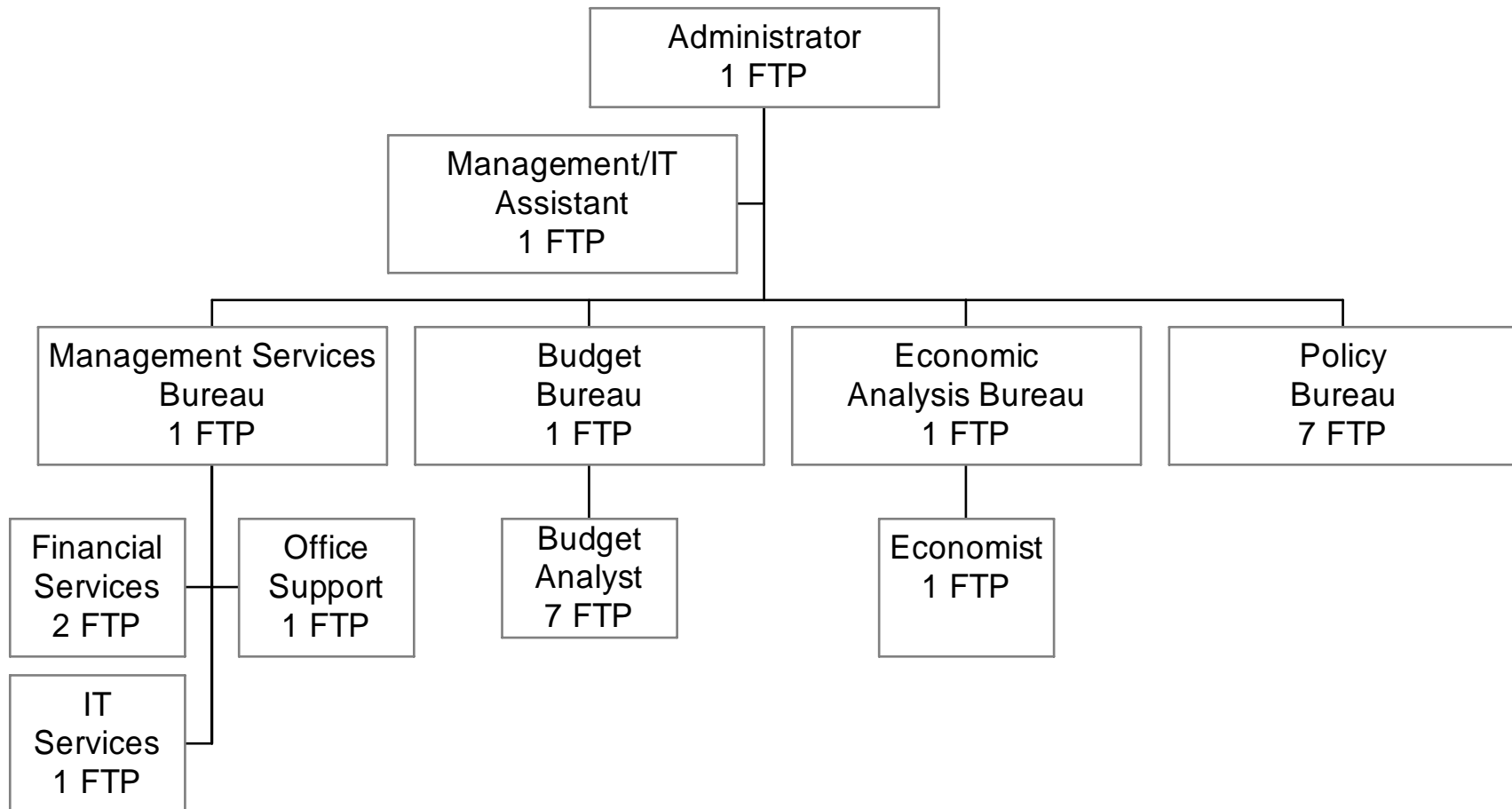
In accordance with 67-3503, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

| | |
|--|------------|
| Signature of Department Director _____ | Date _____ |
|--|------------|

| Function/Activity | FY 2006 Total Appropriation | FY 2006 Total Expenditures | FY 2007 Original Appropriation | FY 2007 Estimated Expenditures | FY 2008 Total Request |
|----------------------------------|-----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|-----------------------------|
| Financial Management | 2,180,200 | 2,165,200 | 2,113,100 | 2,113,100 | 2,319,200 |
| Total | 2,180,200 | 2,165,200 | 2,113,100 | 2,113,100 | 2,319,200 |
| By Fund Source | Total Appropriation | Actual Expenditures | Original Appropriation | Estimated Expenditures | Total Request |
| G 0001-00 General Revenue Fund | 2,082,200 | 2,067,200 | 2,081,000 | 2,081,000 | 2,286,400 |
| D 0150-01 Economic Recovery Fund | 65,100 | 65,100 | 0 | 0 | 0 |
| O 0349-00 Miscellaneous Revenue | 32,900 | 32,900 | 32,100 | 32,100 | 32,800 |
| Total | 2,180,200 | 2,165,200 | 2,113,100 | 2,113,100 | 2,319,200 |
| By Object | Total Appropriation | Actual Expenditures | Original Appropriation | Estimated Expenditures | Total Request |
| Personnel Costs | 1,990,800 | 1,974,800 | 1,921,800 | 1,921,800 | 2,066,800 |
| Operating Expenditures | 189,400 | 186,900 | 191,300 | 191,300 | 220,400 |
| Capital Outlay | 0 | 3,500 | 0 | 0 | 32,000 |
| Trustee And Benefit Payments | 0 | 0 | 0 | 0 | 0 |
| Lump Sum | 0 | 0 | 0 | 0 | 0 |
| Total | 2,180,200 | 2,165,200 | 2,113,100 | 2,113,100 | 2,319,200 |
| FTP Total | 24.00 | 24.00 | 24.00 | 24.00 | 25.00 |

**Executive Office of the Governor
Division of Financial Management
(24 FTP)**

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AGENCY RECEIPTS

AGENCY: Division of Financial Management

FUNCTION: Financial Management

ACTIVITY: N/A

Agency Number: 180

Function Number: 01

Activity Number: 00

FY 2008 Request

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Original Submission X or Revision No. ____

| Class Code | Revenue Source/ Name of Granting Description Agency | Fund Disposition | | FY 2004 Actual | FY 2005 Actual | FY 2006 Actual | FY 2007 Estimated | FY 2008 Estimated |
|-------------------------|---|------------------|-----------------------------|----------------|----------------|----------------|-------------------|-------------------|
| | | No. | Title | | | | | |
| 3500 | SWCAP Indirect Cost Recovery | 0125 | Indirect Cost Recovery | 1,315,900 | 16,863,100 | 13,652,100 | 14,000,000 | 15,000,000 |
| 1500 | Accounting Services | 0349 | Miscellaneous Revenue | 28,400 | 29,700 | 25,000 | 25,000 | 25,000 |
| GRAND TOTAL | | | | 1,344,300 | 16,892,800 | 13,677,100 | 14,025,000 | 15,025,000 |
| Significant Assumptions | | Total by Fund | 0125 Indirect Cost Recovery | 1,315,900 | 16,863,100 | 13,652,100 | 14,000,000 | 15,000,000 |
| | | | 0349 Miscellaneous Revenue | 28,400 | 29,700 | 25,000 | 25,000 | 25,000 |
| | | | GRAND TOTAL | 1,344,300 | 16,892,800 | 13,677,100 | 14,025,000 | 15,025,000 |
| | | | | | | | | |

ANALYSIS OF FUNDS

AGENCY: Division of Financial Management

FUNCTION: Financial Management

ACTIVITY: N/A

Agency Number: 180

Function Number: 01

Activity Number: 00

FY 2008 Request

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Original Submission X or Revision No. ____

| (1a) Fund Title: | Federal Grants | (1b) Fund Code: 0349 | (2) FY 2004 Actual | (3) FY 2005 Actual | (4) FY 2006 Actual | (5) FY 2007 Estimated | (6) FY 2008 Estimated |
|-------------------------------------|----------------|----------------------|--------------------|--------------------|--------------------|-----------------------|-----------------------|
| (7) Beginning Free Fund Balance | | | 78,200 | 78,100 | 80,600 | 74,100 | 66,400 |
| (8) Encumbrances as of July 1 | | | | | | | |
| (9) Cash Receipts (from Form B-11) | | | 28,400 | 29,700 | 25,000 | 25,000 | 25,000 |
| (10) Transfers in from: Fund Title: | | Code: | | | | | |
| (10) Transfers in from: Fund Title: | | Code: | | | | | |
| (10) Transfers in from: Fund Title: | | Code: | | | | | |
| (10) Transfers in from: Fund Title: | | Code: | | | | | |
| (10) Transfers in from: Fund Title: | | Code: | | | | | |
| (11) Total Available for Year | | | 106,600 | 107,800 | 105,600 | 99,100 | 91,400 |
| (12) Transfers out to: Fund Title: | | Code: | | | | | |
| (12) Transfers out to: Fund Title: | | Code: | | | | | |
| (12) Transfers out to: Fund Title: | | Code: | | | | | |
| (12) Transfers out to: Fund Title: | | Code: | | | | | |
| (12) Transfers out to: Fund Title: | | Code: | | | | | |
| (13) Cash Expenditures | | | 28,500 | 27,200 | 31,500 | 32,700 | 32,400 |
| (14) Encumbrances as of June 30 | | | | | | | |
| (15) Ending Free Fund Balance | | | 78,100 | 80,600 | 74,100 | 66,400 | 59,000 |

| Fund Title: | Miscellaneous Revenue | Fund Code: 0125 | FY 2004 Actual | FY 2005 Actual | FY 2006 Actual | FY 2007 Estimated | FY 2008 Estimated |
|--|-----------------------|-----------------|----------------|----------------|----------------|-------------------|-------------------|
| Beginning Free Fund Balance | | | 0 | 0 | 0 | 0 | 0 |
| Encumbrances as of July 1 | | | | | | | |
| Cash Receipts (from Form B-11) | | | 1,315,900 | 16,863,100 | 13,652,100 | 14,000,000 | 15,000,000 |
| Transfers in from: Fund Title: | | Code: | | | | | |
| Transfers in from: Fund Title: | | Code: | | | | | |
| Transfers in from: Fund Title: | | Code: | | | | | |
| Transfers in from: Fund Title: | | Code: | | | | | |
| Transfers in from: Fund Title: | | Code: | | | | | |
| Total Available for Year | | | 1,315,900 | 16,863,100 | 13,652,100 | 14,000,000 | 15,000,000 |
| Transfers out to: Fund Title: General Fund | | Code: 0001 | 1,315,900 | 16,863,100 | 13,652,100 | 14,000,000 | 15,000,000 |
| Transfers out to: Fund Title: | | Code: | | | | | |
| Transfers out to: Fund Title: | | Code: | | | | | |
| Transfers out to: Fund Title: | | Code: | | | | | |
| Transfers out to: Fund Title: | | Code: | | | | | |
| Cash Expenditures | | | | | | | |
| Encumbrances as of June 30 | | | | | | | |
| Ending Free Fund Balance | | | 0 | 0 | 0 | 0 | 0 |

FY 2008 Budget - Request**Line Item Report****Agency: 180 Financial Management, Division of****Page 5 of 17 Pages**

| Decision Unit | Priority | Agency Request | | |
|------------------------------------|----------|----------------|---------------|---------------|
| | | FTP | General | Total |
| Financial Management | | | | |
| 12.01 Financial Management Analyst | 1 | 1.00 | 63,600 | 63,600 |
| 12.02 Office Move | 2 | 0.00 | 14,400 | 14,400 |
| | | 1.00 | 78,000 | 78,000 |

FY 2008 Agency Budget - Request

Detail Report

Agency: 180 Financial Management, Division of
Function: 01 Financial Management
Activity: 00

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| | | | <u>FTP</u> | <u>Personnel Cost</u> | <u>Operating Expense</u> | <u>Capital Outlay</u> | <u>Trustee/ Benefit</u> | <u>Lump Sum</u> | <u>Total</u> |
|---------------------------------------|--------------|--------------|------------|---------------------------|------------------------------|---------------------------|-----------------------------|-----------------|------------------|
| FY 2006 Total Appropriation | | | | | | | | | |
| 1.00 FY 2006 Total Appropriation | | | | | | | | | |
| 0001-00 | General | 23.65 | | 1,899,800 | 182,400 | 0 | 0 | 0 | 2,082,200 |
| 0150-01 | Dedicated | 0.00 | | 65,100 | 0 | 0 | 0 | 0 | 65,100 |
| 0349-00 | Other | 0.35 | | 25,900 | 7,000 | 0 | 0 | 0 | 32,900 |
| | Total | 24.00 | | 1,990,800 | 189,400 | 0 | 0 | 0 | 2,180,200 |
| 1.21 Net Object Transfers | | | | | | | | | |
| 0001-00 | General | 0.00 | | (3,500) | 0 | 3,500 | 0 | 0 | 0 |
| | Total | 0.00 | | (3,500) | 0 | 3,500 | 0 | 0 | 0 |
| 1.61 Reverted Appropriation Balances | | | | | | | | | |
| 0001-00 | General | 0.00 | | (12,500) | (2,500) | 0 | 0 | 0 | (15,000) |
| | Total | 0.00 | | (12,500) | (2,500) | 0 | 0 | 0 | (15,000) |
| FY 2006 Actual Expenditures | | | | | | | | | |
| 0001-00 | General | 23.65 | | 1,883,800 | 179,900 | 3,500 | 0 | 0 | 2,067,200 |
| 0150-01 | Dedicated | 0.00 | | 65,100 | 0 | 0 | 0 | 0 | 65,100 |
| 0349-00 | Other | 0.35 | | 25,900 | 7,000 | 0 | 0 | 0 | 32,900 |
| | Total | 24.00 | | 1,974,800 | 186,900 | 3,500 | 0 | 0 | 2,165,200 |
| FY 2007 Original Appropriation | | | | | | | | | |
| 3.00 FY 2007 Original Appropriation | | | | | | | | | |
| 0001-00 | General | 23.65 | | 1,896,800 | 184,200 | 0 | 0 | 0 | 2,081,000 |
| 0349-00 | Other | 0.35 | | 25,000 | 7,100 | 0 | 0 | 0 | 32,100 |
| | Total | 24.00 | | 1,921,800 | 191,300 | 0 | 0 | 0 | 2,113,100 |
| FY 2007 Total Appropriation | | | | | | | | | |
| 0001-00 | General | 23.65 | | 1,896,800 | 184,200 | 0 | 0 | 0 | 2,081,000 |
| 0349-00 | Other | 0.35 | | 25,000 | 7,100 | 0 | 0 | 0 | 32,100 |
| | Total | 24.00 | | 1,921,800 | 191,300 | 0 | 0 | 0 | 2,113,100 |
| FY 2007 Estimated Expenditures | | | | | | | | | |
| 0001-00 | General | 23.65 | | 1,896,800 | 184,200 | 0 | 0 | 0 | 2,081,000 |
| 0349-00 | Other | 0.35 | | 25,000 | 7,100 | 0 | 0 | 0 | 32,100 |
| | Total | 24.00 | | 1,921,800 | 191,300 | 0 | 0 | 0 | 2,113,100 |

FY 2008 Agency Budget - Request

Detail Report

Agency: 180 Financial Management, Division of

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Function: 01 Financial Management

Activity: 00

| | | <u>FTP</u> | <u>Personnel Cost</u> | <u>Operating Expense</u> | <u>Capital Outlay</u> | <u>Trustee/ Benefit</u> | <u>Lump Sum</u> | <u>Total</u> |
|---|--------------|--------------|---------------------------|------------------------------|---------------------------|-----------------------------|-----------------|------------------|
| FY 2008 Base | | | | | | | | |
| 0001-00 | General | 23.65 | 1,896,800 | 184,200 | 0 | 0 | 0 | 2,081,000 |
| 0349-00 | Other | 0.35 | 25,000 | 7,100 | 0 | 0 | 0 | 32,100 |
| | Total | 24.00 | 1,921,800 | 191,300 | 0 | 0 | 0 | 2,113,100 |
| Program Maintenance | | | | | | | | |
| 10.11 Change in Benefit Costs | | | | | | | | |
| 0001-00 | General | 0.00 | 32,400 | 0 | 0 | 0 | 0 | 32,400 |
| 0349-00 | Other | 0.00 | 600 | 0 | 0 | 0 | 0 | 600 |
| | Total | 0.00 | 33,000 | 0 | 0 | 0 | 0 | 33,000 |
| 10.19 Fund Shift | | | | | | | | |
| 0001-00 | General | 0.00 | 600 | 0 | 0 | 0 | 0 | 600 |
| 0349-00 | Other | 0.00 | (600) | 0 | 0 | 0 | 0 | (600) |
| | Total | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10.21 General Inflation Adjustments | | | | | | | | |
| 0001-00 | General | 0.00 | 0 | 2,700 | 0 | 0 | 0 | 2,700 |
| 0349-00 | Other | 0.00 | 0 | 100 | 0 | 0 | 0 | 100 |
| | Total | 0.00 | 0 | 2,800 | 0 | 0 | 0 | 2,800 |
| 10.31 Replacement Items | | | | | | | | |
| Upgrade spreadsheet application software and replace one vehicle, two computers and miscellaneous office equipment. | | | | | | | | |
| OT 0001-00 | General | 0.00 | 0 | 3,800 | 28,000 | 0 | 0 | 31,800 |
| OT 0349-00 | Other | 0.00 | 0 | 600 | 0 | 0 | 0 | 600 |
| | Total | 0.00 | 0 | 4,400 | 28,000 | 0 | 0 | 32,400 |
| 10.61 Salary Multiplier | | | | | | | | |
| 0001-00 | General | 0.00 | 59,100 | 0 | 0 | 0 | 0 | 59,100 |
| 0349-00 | Other | 0.00 | 700 | 0 | 0 | 0 | 0 | 700 |
| | Total | 0.00 | 59,800 | 0 | 0 | 0 | 0 | 59,800 |
| 10.62 Group and Temporary | | | | | | | | |
| 0001-00 | General | 0.00 | 100 | 0 | 0 | 0 | 0 | 100 |
| | Total | 0.00 | 100 | 0 | 0 | 0 | 0 | 100 |
| 10.69 Fund Shift | | | | | | | | |
| 0001-00 | General | 0.00 | 700 | 0 | 0 | 0 | 0 | 700 |
| 0349-00 | Other | 0.00 | (700) | 0 | 0 | 0 | 0 | (700) |
| | Total | 0.00 | 0 | 0 | 0 | 0 | 0 | 0 |

FY 2008 Agency Budget - Request

Detail Report

Agency: 180 Financial Management, Division of

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Function: 01 Financial Management

Activity: 00

| | | <u>FTP</u> | <u>Personnel Cost</u> | <u>Operating Expense</u> | <u>Capital Outlay</u> | <u>Trustee/ Benefit</u> | <u>Lump Sum</u> | <u>Total</u> |
|----------------------------------|--------------|--------------|---------------------------|------------------------------|---------------------------|-----------------------------|-----------------|------------------|
| FY 2008 Total Maintenance | | | | | | | | |
| 0001-00 | General | 23.65 | 1,989,700 | 186,900 | 0 | 0 | 0 | 2,176,600 |
| OT0001-00 | General | 0.00 | 0 | 3,800 | 28,000 | 0 | 0 | 31,800 |
| 0349-00 | Other | 0.35 | 25,000 | 7,200 | 0 | 0 | 0 | 32,200 |
| OT0349-00 | Other | 0.00 | 0 | 600 | 0 | 0 | 0 | 600 |
| | Total | 24.00 | 2,014,700 | 198,500 | 28,000 | 0 | 0 | 2,241,200 |

Program Enhancements

12.01 Financial Management Analyst

There is a critical need for an additional Financial Management Analyst to help absorb increased workload. Overtime costs have exceeded \$45,000 over the last three years. Instead of paying overtime, the Division believes that adding an additional position is a better use of staff resources and will result in a more even distribution of workload. Capital Outlay is for a desk, computer, and miscellaneous office equipment.

| | | | | | | | | |
|------------|--------------|-------------|---------------|--------------|--------------|----------|----------|---------------|
| 0001-00 | General | 1.00 | 52,100 | 7,500 | 0 | 0 | 0 | 59,600 |
| OT 0001-00 | General | 0.00 | 0 | 0 | 4,000 | 0 | 0 | 4,000 |
| | Total | 1.00 | 52,100 | 7,500 | 4,000 | 0 | 0 | 63,600 |

12.02 Office Move

The Division has been outgrowing office space for many years and is requesting funds to locate to a new office space. The current workspace will become even more crowded with the addition of the new position requested in DU 12.01. One-time moving expenses of \$7,800 plus \$6,600 for ongoing additional rent costs are being requested.

| | | | | | | | | |
|------------|--------------|-------------|----------|---------------|----------|----------|----------|---------------|
| 0001-00 | General | 0.00 | 0 | 6,600 | 0 | 0 | 0 | 6,600 |
| OT 0001-00 | General | 0.00 | 0 | 7,800 | 0 | 0 | 0 | 7,800 |
| | Total | 0.00 | 0 | 14,400 | 0 | 0 | 0 | 14,400 |

FY 2008 Total

| | | | | | | | | |
|-----------|--------------|--------------|------------------|----------------|---------------|----------|----------|------------------|
| 0001-00 | General | 24.65 | 2,041,800 | 201,000 | 0 | 0 | 0 | 2,242,800 |
| OT0001-00 | General | 0.00 | 0 | 11,600 | 32,000 | 0 | 0 | 43,600 |
| 0349-00 | Other | 0.35 | 25,000 | 7,200 | 0 | 0 | 0 | 32,200 |
| OT0349-00 | Other | 0.00 | 0 | 600 | 0 | 0 | 0 | 600 |
| | Total | 25.00 | 2,066,800 | 220,400 | 32,000 | 0 | 0 | 2,319,200 |

| A: Decision Unit No: 12.01 | | Descriptive Title: | | Analyst | Agency Priority Ranking 1 of 2 |
|---|---------|--------------------|---------|---------|--------------------------------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | | | | | |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | 36,200 | | | | 36,200 |
| 2. Benefits | 15,900 | | | | 15,900 |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | 52,100 | | | | 52,100 |
| OPERATING EXPENDITURES by summary object: | | | | | |
| 1. Communications | 500 | | | | 500 |
| 2. Supplies | 500 | | | | 500 |
| 3. Training | 2,500 | | | | 2,500 |
| 4. Travel | 4,000 | | | | 4,000 |
| TOTAL OPERATING EXPENDITURES: | 7,500 | | | | 7,500 |
| CAPITAL OUTLAY by summary object: | | | | | |
| 1. Computer Equipment | 2,400 | | | | 2,400 |
| 2. Other Equipment | 1,600 | | | | 1,600 |
| 3. | | | | | |
| 4. | | | | | |
| TOTAL CAPITAL OUTLAY: | 4,000 | | | | 4,000 |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | 63,600 | | | | 63,600 |

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond in a narrative fashion to the following questions:

1. What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?

2. What resources are necessary to implement this request?

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.

c. List any additional operating funds and capital items needed.

3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.)

Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

REQUEST BY DECISION UNIT

AGENCY: Division of Financial Management Agency No.: 180
FUNCTION: Financial Management Function No.: 01
ACTIVITY: na Activity No.:

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Decision Unit No: 12.01

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency staffing level for this activity and how much funding by source is in the base?

The Division of Financial Management is requesting an additional Financial Management Analyst position to help absorb increased workload. The Division's responsibilities and workload has grown considerably over several years due to the needs associated with additional state employees and programs being managed, although no new analyst positions have been added. Currently, there are seven analyst positions in the Division funded 100% from General Funds for a total of \$360,000.

2. What resources are necessary to implement this request?

- a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
- b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
- c. List any additional operating funds and capital items needed.

General Funds will be needed to fund this position, however, the savings by reducing the overtime costs paid out to analysts the past three years that exceeded \$45,000 will help offset the salary costs associated with the new position. If authorized, this is a full-time position of Financial Management Analyst; Pay Grade K; Hire date July 1, 2006. Annual pay for the position plus 5% is \$36,200 and \$15,900 for the eligible benefits. The operating costs are for supplies, training and travel for a total of \$7,500 and capital outlay costs for necessary computer equipment totals \$4,000.

3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.)

Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc.

This position will be funded by ongoing General Funds.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

The Governor's Office, the Division of Financial Management and state agencies will be served by this request. An additional analyst position will enable the Division to work more efficiently and better serve the Governor's office and state agencies by reducing current analyst's excessive workload. Analysts are currently being forced to work excessive hours of overtime in order to fulfill the Divisions' needs. Indicators suggest that this current strained workload is more likely to increase than to stabilize.

REQUEST BY DECISION UNIT

AGENCY: Division of Financial Management

FUNCTION: Financial Management

ACTIVITY: na

Agency No.: 180

Function No.: 01

Activity No.:

FY 2008 Request

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Original Submission _X_ or Revision No. ____

| A: Decision Unit No: 12.02 | | Descriptive Title: Move Office Agency Priority Ranking 2 of 2 | | | |
|--------------------------------------|---------|---|---------|-------|--------|
| DESCRIPTION | General | Dedicated | Federal | Other | Total |
| FULL TIME POSITIONS (FTP) | | | | | |
| PERSONNEL COSTS: | | | | | |
| 1. Salaries | | | | | |
| 2. Benefits | | | | | |
| 3. Group Position Funding | | | | | |
| TOTAL PERSONNEL COSTS: | | | | | |
| OPERATING EXPENDITURES by subobject: | | | | | |
| 1. Moving Costs (one-time) | 6,300 | | | | 6,300 |
| 2. Supplies (one-time) | 1,500 | | | | 1,500 |
| 3. Additional office space | 6,600 | | | | 6,600 |
| 4. | | | | | |
| TOTAL OPERATING EXPENDITURES: | 14,400 | | | | 14,400 |
| CAPITAL OUTLAY by subobject: | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| TOTAL CAPITAL OUTLAY: | | | | | |
| T/B PAYMENTS: | | | | | |
| LUMP SUM: | | | | | |
| GRAND TOTAL | 14,400 | | | | 14,400 |

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class at the summary object level. Attach as many pages as necessary to respond in a narrative fashion to the following questions:

1. What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?

2. What resources are necessary to implement this request?

a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire, and terms of service.

b. Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.

c. List any additional operating funds and capital items needed.

3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.)

Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

REQUEST BY DECISION UNIT

AGENCY: Division of Financial Management Agency No.: 180
FUNCTION: Financial Management Function No.: 01
ACTIVITY: na Activity No.:

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Decision Unit No: 12.02

B: Use the financial data matrix above to summarize requested resources by fund source and by expenditure class **including subobject code**. Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? What is the agency current staffing level for this activity and how much funding by source is in the base?

The Division of Financial Management is requesting the funding for new office space. The Division's current office space has been cramped for several years. As the Division has continued to expand in personnel, workload, and equipment, the current office space is no longer adequate to meet the Division's needs. General Funds totaling \$66,000 are currently in the base for 6,350 square feet of office space.

2. What resources are necessary to implement this request?

- List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
- Note any existing agency human resources that will be redirected to this new effort and how existing operations will be impacted.
- List any additional operating funds and capital items needed.

General Funds will be needed to fund this move. If authorized, moving costs figured at \$250/person would total an estimate of \$6,300. An additional \$1,500 for one-time phone connection costs are also needed. Adding 635 square-feet, which represents a 10% increase in space, will cost an additional \$6,600 per year based on the current rate of \$10.40/sq.-ft. charged by the Dept. of Administration for state office space. The larger accommodations will enable the Division to continue to fulfill the duties, responsibilities and authority as designated in Idaho Code 67-1910 through 67-1918 to manage and advise on State agency budget issues.

3. Please break out fund sources with anticipated expenditures in the financial data matrix. (Please separate one-time vs. ongoing requests.)

Non-General funds should include a description of major revenue assumptions: new customer base, fee structure changes, ongoing anticipated grants, etc.

This move will be funded by General Funds, as noted above.

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

The Governor's Office, the Division of Financial Management and state agencies will be served by this request. New office space would create a better work environment enabling the Division to work more efficiently and better serve the Governor's office and state agencies.

There will be some cost savings with the reduced utility costs of the newer, energy-efficient building.

If the request is not funded, Analysts will be forced to work in inadequate space. The confined quarters are restrictive, allow for little concentration, and hinder productivity.

FORM B6: WAGE AND SALARY RECONCILIATION

AGENCY: Division of Financial Management
 FUNCTION Financial Management
 ACTIVITY: _____

Agency Number: 180
 Function/Activity Number: 01
 Budget Unit: GVCA

FY 2008 Request
 of 17
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| DU | PCN | DESCRIPTION | Indicator | CLASS CODE | FUND / DOLLARS | FY 2007 WAGE & SALARY (Estimate) | | | | FY 2008 WAGE & SALARY (Projection) | | | |
|-------|-----|--|--------------|------------|----------------|----------------------------------|-----------|----------|-----------|---|-----------|----------|-----------|
| | | | | | | FTP | SALARY | BENEFITS | TOTAL | FTP | SALARY | BENEFITS | TOTAL |
| | | <u>Totals from Wage and Salary Report:</u> | | | | | | | | | | | |
| | | Permanent Positions | 1 | | 0001 | 23.65 | 1,372,200 | 506,400 | 1,878,600 | 23.65 | 1,372,200 | 514,700 | 1,886,900 |
| | | Board & Group Positions | 2 | | | | 29,900 | 2,600 | 32,500 | | 29,900 | 2,600 | 32,500 |
| | | Elected Officials | 3 | | | | | | 0 | 0.0 | 0 | 0 | 0 |
| | | TOTAL FROM W & S | | | | 23.65 | 1,402,100 | 509,000 | 1,911,100 | 23.65 | 1,402,100 | 517,300 | 1,919,400 |
| | | <u>Adjustments to Wage & Salary:</u> | | | | | | | | | | | |
| | | Premium Holiday Adjustment (10.18) | 1 | | 0000-01 | | | (24,100) | (24,100) | 0.0 | 0 | 0 | 0 |
| | | Adjust Group Positions to 2006 Actuals | 2 | | | | (27,300) | (300) | (27,600) | 0.0 | (27,300) | (300) | (27,600) |
| | | | | | | | | | 0 | 0.0 | 0 | 0 | 0 |
| | | | | | | | | | 0 | 0.0 | 0 | 0 | 0 |
| | | <u>Estimated Salary Needs:</u> | | | | | | | | | | | |
| | | Permanent Positions | 1 | | | 23.65 | 1,372,200 | 482,300 | 1,854,500 | 23.65 | 1,372,200 | 514,700 | 1,886,900 |
| | | Board & Group Positions | 2 | | | | 2,600 | 2,300 | 4,900 | | 2,600 | 2,300 | 4,900 |
| | | Elected Officials | 3 | | | 0.0 | 0 | 0 | 0 | 0.0 | 0 | 0 | 0 |
| | | Estimated Salary Needs | | | | 23.65 | 1,374,800 | 484,600 | 1,859,400 | 23.65 | 1,374,800 | 517,000 | 1,891,800 |
| | | W&S Difference from FY 2007 to FY 2008 | | | | | | | | 0.0 | 0 | 32,400 | 32,400 |
| | | <u>Calculated Over or Under Funding:</u> | | | | 0.0 | 0 | 37,400 | 37,400 | Calculated overfunding is 2.0% of Appropriation | | | |
| 3.00 | | FY 2007 ORIGINAL APPROPRIATION | | | 1,896,800 | 23.65 | 1,374,800 | 522,000 | 1,896,800 | | | | |
| | | <u>Appropriation Adjustments:</u> | | | | | | | | | | | |
| 4.11 | | Reappropriation | | | | 0.0 | 0 | 0 | 0 | | | | |
| 4.31 | | Supplemental | | | | 0.0 | 0 | 0 | 0 | | | | |
| 5.00 | | FY 2007 TOTAL APPROPRIATION | | | | 23.65 | 1,374,800 | 522,000 | 1,896,800 | | | | |
| | | <u>Base Adjustments:</u> | | | | | | | | | | | |
| 8.51 | | Base Reduction | | | | 0.0 | 0 | 0 | 0 | | | 0 | |
| 9.00 | | FY 2008 BASE | | | | 23.65 | 1,374,800 | 522,000 | 1,896,800 | 23.65 | 1,374,800 | 522,000 | 1,896,800 |
| 10.11 | | Change in Benefit Costs | | | | | | | | 0.0 | 0 | 32,400 | 32,400 |
| | | | | | | | | | | 0.0 | | | 0 |
| | | | | | | | | | | 0.0 | | | 0 |
| | | | | | | | | | | 0.0 | | | 0 |
| | | | | | | | | | | 0.0 | | | 0 |
| | | <u>Subtotal CEC Base:</u> | multiplier = | 3.50% | | 23.65 | 1,374,800 | 554,400 | 1,929,200 | | | | |
| 10.61 | | CEC for Permanent Positions | 1,372,200 | 48,000 | 23.1% | 0.0 | 48,000 | 11,100 | 59,100 | | | | |
| 10.62 | | CEC for Group Positions | 2,600 | 100 | 9.7% | 0.0 | 100 | 0 | 100 | | | | |
| | | | | | | 0.0 | | | 0 | | | | |
| 11.00 | | FY 2008 PROGRAM MAINTENANCE | | | | 23.65 | 1,422,900 | 565,500 | 1,988,400 | | | | |
| | | <u>Line Items</u> | | | | | | | | | | | |
| 12.01 | | Financial Analyst | 1 | | | 1.00 | 36,200 | 15,900 | 52,100 | | | | |
| 12.02 | | | | | | | | | 0 | | | | |
| 13.00 | | FY 2008 TOTAL REQUEST | | | 0001 | 24.65 | 1,459,100 | 581,400 | 2,040,500 | | | | |

FORM B6: WAGE AND SALARY RECONCILIATION

AGENCY: Division of Financial Management
 FUNCTION: Financial Management
 ACTIVITY: _____

Agency Number: 180
 Function/Activity Number: 01
 Budget Unit: GVCA

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 Original Submission xx or Revision No. _____

| DU | PCN | DESCRIPTION | Indicator | CLASS CODE | FUND / DOLLARS | FY 2007 WAGE & SALARY (Estimate) | | | | FY 2008 WAGE & SALARY (Projection) | | | |
|-------|-----|--|--------------|------------|----------------|----------------------------------|--------|----------|--------|---|--------|----------|--------|
| | | | | | | FTP | SALARY | BENEFITS | TOTAL | FTP | SALARY | BENEFITS | TOTAL |
| | | <u>Totals from Wage and Salary Report:</u> | | | | | | | | | | | |
| | | Permanent Positions | 1 | | 0349-00 | 0.35 | 18,300 | 6,700 | 25,000 | 0.35 | 18,300 | 6,900 | 25,200 |
| | | Board & Group Positions | 2 | | | | | | 0 | | 0 | 0 | 0 |
| | | Elected Officials | 3 | | | | | | 0 | 0.0 | 0 | 0 | 0 |
| | | TOTAL FROM W & S | | | | 0.35 | 18,300 | 6,700 | 25,000 | 0.35 | 18,300 | 6,900 | 25,200 |
| | | <u>Adjustments to Wage & Salary:</u> | | | | | | | | | | | |
| | | Premium Holiday Adjustment (10.18) | 1 | | | | | (400) | (400) | 0.0 | 0 | 0 | 0 |
| | | Adjust Group Positions to 2006 Actuals | 2 | | | | | | 0 | 0.0 | 0 | 0 | 0 |
| | | | | | | | | | 0 | 0.0 | 0 | 0 | 0 |
| | | | | | | | | | 0 | 0.0 | 0 | 0 | 0 |
| | | <u>Estimated Salary Needs:</u> | | | | | | | | | | | |
| | | Permanent Positions | 1 | | | 0.35 | 18,300 | 6,300 | 24,600 | 0.35 | 18,300 | 6,900 | 25,200 |
| | | Board & Group Positions | 2 | | | | 0 | 0 | 0 | | 0 | 0 | 0 |
| | | Elected Officials | 3 | | | 0.0 | 0 | 0 | 0 | 0.0 | 0 | 0 | 0 |
| | | Estimated Salary Needs | | | | 0.35 | 18,300 | 6,300 | 24,600 | 0.35 | 18,300 | 6,900 | 25,200 |
| | | W&S Difference from FY 2007 to FY 2008 | | | | | | | | 0.0 | 0 | 600 | 600 |
| | | <u>Calculated Over or Under Funding:</u> | | | | 0.0 | 0 | 400 | 400 | Calculated overfunding is 1.6% of Appropriation | | | |
| 3.00 | | FY 2007 ORIGINAL APPROPRIATION | | | 25,000 | 0.35 | 18,300 | 6,700 | 25,000 | | | | |
| | | <u>Appropriation Adjustments:</u> | | | | | | | | | | | |
| 4.11 | | Reappropriation | | | | 0.0 | 0 | 0 | 0 | | | | |
| 4.31 | | Supplemental | | | | 0.0 | 0 | 0 | 0 | | | | |
| 5.00 | | FY 2007 TOTAL APPROPRIATION | | | | 0.35 | 18,300 | 6,700 | 25,000 | | | | |
| | | <u>Base Adjustments:</u> | | | | | | | | | | | |
| 8.51 | | Base Reduction | | | | 0.0 | 0 | 0 | 0 | | | 0 | |
| 9.00 | | FY 2008 BASE | | | | 0.35 | 18,300 | 6,700 | 25,000 | 0.35 | 18,300 | 6,700 | 25,000 |
| 10.11 | | Change in Benefit Costs | | | | | | | | 0.0 | 0 | 600 | 600 |
| | | | | | | | | | | 0.0 | | | 0 |
| | | | | | | | | | | 0.0 | | | 0 |
| | | | | | | | | | | 0.0 | | | 0 |
| | | | | | | | | | | 0.0 | | | 0 |
| | | | | | | | | | | 0.0 | | | 0 |
| | | <u>Subtotal CEC Base:</u> | multiplier = | 3.50% | | 0.35 | 18,300 | 7,300 | 25,600 | 0.35 | 18,300 | 7,300 | 25,600 |
| 10.61 | | CEC for Permanent Positions | 18,300 | 600 | 23.1% | | | | | 0.0 | 600 | 100 | 700 |
| 10.62 | | CEC for Group Positions | | 0 | 9.7% | | | | | 0.0 | 0 | 0 | 0 |
| | | | | | | | | | | 0.0 | | | 0 |
| 11.00 | | FY 2008 PROGRAM MAINTENANCE | | | | 0.35 | 18,900 | 7,400 | 26,300 | | | | |
| | | <u>Line Items</u> | | | | | | | | | | | |
| 12.01 | | | | | | | | | | | | | |
| 12.02 | | | | | | | | | | | | | 0 |
| | | | | | | | | | | | | | 0 |
| 13.00 | | FY 2008 TOTAL REQUEST | | | 0349-00 | 0.35 | 18,900 | 7,400 | 26,300 | | | | |

AGENCY: Division of Financial Management
 FUNCTION: Financial Management
 ACTIVITY: N/A

Agency Number: 180
 Function Number: 01
 Activity Number: 00

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| D U NO. | Fund | *R/A/O | Item/ Description of Use | Date Acquired or Replaced | Quantity In Stock | Quantity Desired | Mileage | Options | Unit Cost | Total Cost |
|---------|---------|--------|---|---------------------------|-------------------|------------------|---------|-----------|-----------|------------|
| 10.31 | 0001-00 | | Replacement Capital Outlay: | | | | | | | |
| | | R | Miscellaneous Office Equipment | Various | | | | | | 1,900 |
| | | O | Personal Computers | Various | 14 | 2 | | | 2,050 | 4,100 |
| | | R | 1994 Ford Taurus | 12/02/93 | 1 | 0 | 102,000 | | | 0 |
| 10.31 | 0001-00 | R | 2006 Chevy Lumina (used for long distance driving) | 07/02/06 | 0 | 1 | | A/C, tilt | 22,000 | 22,000 |
| | | | | | | | | | | 28,000 |
| | | R | Replacement Operating Expenditures: | | | | | | | |
| | | R | Upgrade Version of Excel, Spreadsheet Application | 07/01/99 | 1 | 1 | | | 2,000 | 2,000 |
| 10.31 | 0349-00 | R | Upgrade Windows Software | 01/26/01 | 10 | 12 | | | 150 | 1,800 |
| | | R | Miscellaneous Data Processing Supplies | 07/01/97 | | | | | | 600 |
| | | | | | | | | | | 4,400 |
| | | | TOTAL REQUEST FOR REPLACEMENT OE AND CO: | | | | | | | 32,400 |
| 12.01 | 0001-00 | | Additional Financial Support Tech/Office Equipment: | | | | | | | |
| | | A | Desk | 08/15/06 | | 2 | | | 700 | 1,400 |
| | | A | Miscellaneous Office Equipment | 08/15/06 | | | | | | 200 |
| | | A | Personal Computer | 08/15/06 | | 1 | | | 2,000 | 2,000 |
| 12.01 | 0001-00 | A | Miscellaneous Computer Equipment | 08/15/06 | | | | | | 400 |
| | | | | | | | | | | 4,000 |
| | | | TOTAL REQUEST FOR ADDITIONAL CO: | | | | | | | 4,000 |
| | | | | | | | | | | |

*R - Indicates Replacement Stock

*A - Indicates Addition to Stock

*O - Indicates Obsolete-Retained Stock

Form B-7

Note: Obsolete computers will be used in a field office for Internet usage only. The computer has become obsolete in running the day to day operating software but can provide Internet connection for our offsite office.

FORM B4: INFLATIONARY ADJUSTMENTS

AGENCY: Division of Financial ManagementAgency Number: 180FUNCTION: Financial ManagementFunction/Activity Number: 01

ACTIVITY: _____

Budget Unit: GVCAFY 2008 RequestPage 16 of 17Original Submission xx or Revision No. _____

| (1) | (2) | (3) | (4) | (5) | FY 2005 to FY 2006 | | (8) | (9) | (10) |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|-----------------|-------------------|--------------------------------|-----------------------------|
| Operating Expenditures Summary Object | FY 2003 Actual | FY 2004 Actual | FY 2005 Actual | FY 2006 Actual | (6) Change | (7) % Change | FY 2007 Approp | FY 2007 Expenditure Adj. | FY 2007 Est. Expenditure |
| Communication Costs | 20,150 | 18,116 | 17,558 | 18,652 | 1,094 | 6.2 % | 18,000 | | 18,000 |
| Employee Development Costs | 8,970 | 7,596 | 8,715 | 9,594 | 879 | 10.1 % | 9,600 | | 9,600 |
| General Services | 200 | 951 | 400 | 540 | 140 | 35.0 % | 500 | | 500 |
| Professional Services | 9,139 | 0 | 2,028 | 11,523 | 9,495 | 468.2 % | | | - |
| Repair & Maintenance Services | 974 | 2,000 | 613 | 1,080 | 467 | 76.2 % | 2,000 | | 2,000 |
| Administrative Services | 1,133 | 1,240 | 1,974 | 2,536 | 562 | 28.5 % | 8,000 | | 8,000 |
| Computer Services | 37,763 | 34,427 | 30,931 | 38,688 | 7,757 | 25.1 % | 38,000 | | 38,000 |
| Employee Travel Costs | 23,886 | 36,932 | 39,439 | 33,548 | (5,891) | (14.9)% | 30,000 | | 30,000 |
| Administrative Supplies | 3,656 | 4,621 | 3,933 | 4,144 | 211 | 5.4 % | 6,000 | | 6,000 |
| Fuel & Lubricant Costs | 0 | 110 | 51 | 2 | (49) | (96.1)% | | | - |
| Computer Supplies | 14,067 | 30,172 | 24,297 | 26,212 | 1,915 | 7.9 % | 32,400 | | 32,400 |
| Repair & Maintenance Supplies | 0 | 0 | 101 | 76 | (25) | (24.8)% | | | - |
| Insurance | 1,243 | 1,168 | 641 | 1,334 | 693 | 108.1 % | 1,300 | | 1,300 |
| Rentals & Operating Leases | 67,657 | 64,698 | 66,099 | 69,262 | 3,163 | 4.8 % | 69,500 | | 69,500 |
| Miscellaneous Expenditures | 3,481 | 5,292 | 5,478 | 5,940 | 462 | 8.4 % | 6,000 | | 6,000 |
| TOTAL | 192,319 | 207,323 | 202,258 | 223,131 | 20,873 | 10.3 % | 221,300 | | 221,300 |
| Fund Source | | | | | | | | | |
| 0001-00 | 185,261 | 200,478 | 196,923 | 217,265 | 20,342 | 10.3 % | 214,200 | | 214,200 |
| 0349-00 | 7,058 | 6,845 | 5,335 | 5,866 | 531 | 10.0 % | 7,100 | | 7,100 |
| TOTAL | 192,319 | 207,323 | 202,258 | 223,131 | 20,873 | 10.3 % | 221,300 | | 221,300 |

FORM B4: INFLATIONARY ADJUSTMENTS

AGENCY: Division of Financial ManagementFUNCTION: Financial Management

ACTIVITY: _____

Agency Number: 180Function/Activity Number: 01Budget Unit: GVCAFY 2008 RequestPage 17 of 17Original Submission xx or Revision No. _____

| (11) | (12) | (13) | (14) | (15) | (16) | (17) | (18) | (19) | (20) |
|--|---------------------------|-------------------------|-------------------------------|------------------------|----------------------------|----------|----------------------------|----------|--------|
| PART B Operating Expenditures Summary Object | FY 2007 Est. Expenditures | Remove One Time Funding | SWCAP, Nondiscretionary, Rent | FY 2008 Base less Adj. | General Inflation DU 10.21 | % Change | Medical Inflation DU 10.22 | % Change | Totals |
| Communication Costs | 18,000 | | | 18,000 | 326 | 1.81% | | 3.06% | 326 |
| Employee Development Costs | 9,600 | | | 9,600 | 174 | 1.81% | | 3.06% | 174 |
| General Services | 500 | | | 500 | 9 | 1.81% | | 3.06% | 9 |
| Professional Services | - | | | 0 | 0 | | | | 0 |
| Repair & Maintenance Services | 2,000 | | | 2,000 | 36 | 1.81% | | 3.06% | 36 |
| Administrative Services | 8,000 | | | 8,000 | 145 | 1.81% | | 3.06% | 145 |
| Computer Services | 38,000 | | | 38,000 | 688 | 1.81% | | 3.06% | 688 |
| Employee Travel Costs | 30,000 | | | 30,000 | 543 | 1.81% | | 3.06% | 543 |
| Administrative Supplies | 6,000 | | | 6,000 | 109 | 1.81% | | 3.06% | 109 |
| Fuel & Lubricant Costs | - | | | 0 | 0 | | | | 0 |
| Computer Supplies | 32,400 | | | 32,400 | 586 | 1.81% | | 3.06% | 586 |
| Repair & Maintenance Supplies | - | | | 0 | 0 | | | | 0 |
| Insurance | 1,300 | | | 1,300 | 24 | 1.81% | | 3.06% | 24 |
| Rentals & Operating Leases | 69,500 | | (66,000) | 3,500 | 63 | 1.81% | | 3.06% | 63 |
| Miscellaneous Expenditures | 6,000 | | (2,600) | 3,400 | 62 | 1.81% | | 3.06% | 62 |
| TOTAL | 221,300 | 0 | (68,600) | 152,700 | 2,764 | 1.81% | | 3.06% | 2,764 |
| Fund Source | | | | | | | | | |
| 0001-00 | 214,200 | | (68,600) | 145,600 | 2,700 | 1.81% | | 3.06% | 2,700 |
| 0349-00 | 7,100 | | | 7,100 | 100 | 1.81% | | 3.06% | 100 |
| TOTAL | 221,300 | 0 | (68,600) | 152,700 | 2,800 | 0 | | 0 | 2,800 |

Explanation:

**FIVE YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B
FOR OFFICE SPACE & AFFILIATED USES**

AGENCY INFORMATION

| | | | |
|--------------------------|-------------------------------------|-------------------------|--|
| AGENCY NAME: | Department of Environmental Quality | CODE: | 245 |
| Prepared by: | Agency Expert | E-mail Address: | aexpert@DEQ.State.id.us |
| Telephone Number: | 208-373-0196 | Fax Number: | 208-373-0231 |
| DFM Analyst: | Larry Schlicht | LSO/BPA Analyst: | Ray Houston |
| Date Prepared: | 8/15/2005 | For Fiscal Year: | 2007 |

FACILITY INFORMATION (please list each facility separately by city and street address)

| | | | |
|--|------------------------|---------------------|--|
| Facility: State Office | | | |
| City: Boise | County: Ada | | |
| Street Address: 1410 N. Hilton | Zip Code: 83706 | | |
| Facility Ownership Information: | Private Party | State Agency | |
| (Please put "X" in appropriate box) | X | | |

Function/Use of Facility: *Examples could be administrative use, client counseling, hearing rooms, field offices, etc. Address any "specialized needs" which require additional footage.*

State Administrative Office.

Comments: *May be used to address reasons for expanding or relocating. Indicate amount of space provided to other entities, such as other agencies, federal agencies, etc. Also indicate the amount of rent they pay for the use of the facility.*

DEQ-State Office is at maximum capacity. Will need to expand in FY 2007 due to NPDES program. Planning for footprint for new wing to existing building in process.

| Fiscal Year: | ACTUAL 2006 | ESTIMATE 2007 | REQUEST 2008 | ESTIMATE 2009 | ESTIMATE 2010 | ESTIMATE 2011 |
|---|------------------------|--------------------------|-------------------------|--------------------------|--------------------------|--------------------------|
| Surplus Property: <i>Facilities that are to be disposed of and funds re-utilized for replacement of building or renovation of facilities. This could also include leased facilities if the leased premises are to be vacated prior to the expiration of the lease.</i> | | | | | | |
| Surplus Property to be disposed in: (Please put "X" in appropriate box) | | | | | | |
| Work areas would include areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in 1 building would be 3 work areas). | | | | | | |
| Number of Work Areas | 245 | 245 | 320 | 320 | 320 | 320 |
| Full-Time Equivalent Positions: | 175 | 175 | 230 | 230 | 230 | 230 |
| Temporary Employees, Contractors, Auditors, etc. | 70 | 70 | 90 | 90 | 90 | 90 |

Use "net rentable" square feet if in a facility leased from a private party; use "usable" square feet if in a State-owned office facility. Typically, this will be the figure shown in the lease or the MOU.

| | | | | | | |
|---------------------|--------|--------|---------|---------|---------|---------|
| Square Feet: | 66,863 | 66,863 | 110,000 | 110,000 | 110,000 | 110,000 |
|---------------------|--------|--------|---------|---------|---------|---------|

Include annual rent, plus all other facility-related costs, such as utilities, janitorial service, property taxes, or building maintenance, which are not included in the rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in lease agreement, increase rent by 3% per year. Increase all other facility-related costs by 3% per year as well. Use "Calculation Sheet" on next worksheet if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in square feet leased and estimate a new market rate for the new facility. Do NOT use your old rate per square foot - it may not be a realistic figure.

| | | | | | | |
|------------------------------------|---------|---------|-----------|-----------|-----------|-----------|
| Total Facility Cost Per Yr: | 722,120 | 722,120 | 1,250,000 | 1,250,000 | 1,250,000 | 1,250,000 |
|------------------------------------|---------|---------|-----------|-----------|-----------|-----------|

Upon completion, please return all sheets electronically to Facilityplan@adm.state.id.us **AND** attach a hardcopy of each sheet with your budget request. If you have 5 or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your budget request as well.

REVIEW AND COMPILATION (Not for Agency Use)

| | | | | | |
|------------------------------------|--|--------------------|--|---------------|--|
| DFM | | LSO/BPA: | | Other: | |
| DPW (Ck Lse List&MOU's) | | Cost Ratio: | | Other: | |

DEPARTMENT OF ENVIRONMENTAL QUALITY
FACILITY INFORMATION SUMMARY for Fiscal Year 2008 BUDGET REQUEST

| Facility, Street Address, City, Zip Code and Purpose | Fiscal Year | Square Feet | Rate per SqFt | Annual Cost | Work areas | FTP, Temps and Comments |
|---|-----------------|------------------------------|-------------------------|-----------------------------------|------------------|---|
| STATE OFFICE 1410 N. Hilton Boise, ID 00000 Office Space | 07 06 Chg | 110,000 66,863 43,137 | 11.36 10.80 0.56 | 1,250,000 722,120 527,880 | 300 245 55 | 175 FTPs and 70 temps will need to expand in FY 2006 Planning for new wing in process |
| BOISE REGIONAL OFFICE 1445 N. Orchard Boise, ID 83706 Office Space | 07 06 Chg | 10,657 10,657 0 | 11.65 11.60 0.05 | 124,200 123,657 543 | 47 45 2 | 44 FTPs and 1 temp will convert conf room to 4 office spaces within 60 days |
| TWIN FALLS REGIONAL OFFICE 601 Pole Line Rd Twin Falls, ID 00000 Office Space | 07 06 Chg | 9,000 6,500 2,500 | 12.22 12.31 -0.09 | 110,000 80,000 30,000 | 22 17 5 | Located with DHW - billed 20 FTPs and 3 temps At capacity |
| POCATELLO REGIONAL OFFICE 224 S. Arthur Pocatello, ID 00000 Office Space | 07 06 Chg | 14,000 6,817 7,183 | 14.75 8.25 6.50 | 206,500 56,241 150,259 | 27 27 0 | Beyond Capacity 28 FTPs and 1 temp RFP for new building in review process |
| IDAHO FALLS REGIONAL OFFICE 900 N. Skyline Idaho Falls, ID 00000 Office Space | 07 06 Chg | 10,164 10,164 0 | 13.50 13.25 0.25 | 137,214 134,673 2,541 | 27 27 0 | 20 FTPs and 7 temps Shared with IDWR & INEEL oversight |
| IDAHO FALLS INEEL OVERSIGHT 900 N. Skyline Drive, Suite C Idaho Falls, ID 00000 Office Space | 07 06 Chg | 7,651 7,651 0 | 13.75 13.50 0.25 | 105,201 103,289 1,912 | 21 21 0 | 20 FTPs and 1 temp Shared with IDWR & INEEL oversight |
| GRANGEVILLE SATELLITE 300 W. Main St. Rm 203 Grangeville, ID 00000 Office Space | 07 06 Chg | 453 453 0 | 9.14 9.14 0.00 | 4,140 4,140 0 | 2 2 0 | in US Post Office 1 FTP seasonal field crews |
| CASCADE SATELLITE 109 N. Main St. Ponderosa Plaza Cascade, ID 00000 Office Space | 07 06 Chg | 810 810 0 | 8.02 7.78 0.25 | 6,500 6,300 200 | 3 2 1 | 2 FTP used for Cascade and Brownlee |
| COEUR D'ALENE REGIONAL OFFICE 2110 Ironwood Parkway Coeur D'Alene, ID 00000 Office Space | 07 06 Chg | 11,664 11,664 0 | 10.76 10.55 0.21 | 125,447 123,016 2,431 | 36 36 0 | Future shower/locker room expansion \$35,000 one-time 35 FTPs and 3 temps |
| LEWISTON REGIONAL OFFICE 1118 F. Street Lewiston, ID 00000 Office Space | 07 06 Chg | 6,600 5,800 800 | 9.85 9.83 0.02 | 65,000 57,000 8,000 | 22 20 2 | In State Office Building at Capacity Pursuing more space 19 FTPs and 4 temps |
| SODA SPRINGS SATELLITE 15 West Center St. Soda Springs, ID 00000 Office Space | 07 06 Chg | 1,130 1,130 0 | 11.82 11.82 0.00 | 13,357 13,357 0 | 3 3 0 | Sufficient space Shared DEQ 2 employees and IDWR 1 employee |
| KELLOGG SUPERFUND SITE 1005 W. McKinley Kellogg, ID 00000 Field Office | 07 06 Chg | 2,500 2,500 0 | 12.00 0.00 12.00 | 30,000 0 30,000 | 5 5 0 | donated site to rent 4 FTPs |
| TOTALS | 07 06 Chg | 184,629 131,009 53,620 | 11.79 10.87 0.93 | 2,177,559 1,423,793 753,766 | 515 450 65 | 370.55 FTPs and 90 temps |